User Manual on Issuance of Trade License (Certificate of Enlistment) in Municipal Areas for State-wise Rollout of e-District MMP in West Bengal
User Manual
On
Issuance of Trade License (Certificate of Enlistment) in Municipal Areas

For
State-wise Roll Out of e-District MMP in West Bengal

Prepared By:
TCS Ltd., Kolkata
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Introduction

1.1 Application Overview

e-District is the project that aims at electronic delivery of identified high volume citizen centric services, at district and sub district level by utilizing the four pillars of infrastructure namely, SDCs, SWANs, SSDGs and Kiosks, optimally to deliver public services electronically to citizens at their door steps.

e-District has been envisaged by Government of West Bengal as automation of workflow and internal processes of District Administration for providing services to the citizens. This project is of paramount importance to the State as it would help in moving towards electronic workflow system for the district administration and help in providing efficient individual department services through Citizen Portal and Kiosk Centres, which would be the primary front end channels as envisaged in the project.

1.2 Functional Scope of the System

The system is intended for electronification of the Issuance of Trade License (Certificate of Enlistment) in Municipal Areas.

Scope of the system mainly includes application submission, Approval, License Generation and Report Generation Process. The System also allows the status inquiry for the application Submitted and maintaining of an Electronic Register.

System will be accessed at following places for Issuance of Trade License (Certificate of Enlistment) in Municipal Areas.

• Kiosks
• Citizen Portal
• Department

1.3 Document Usage Description

This User Manual describes the step-wise process for Issuance of Trade License (Certificate of Enlistment) in Municipal Areas in West Bengal e-District Application. It explains how the citizen can apply the application form.

1.4 Related Documents

Software Requirement Specifications

1.5 Customer Support

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1.6 Acronyms and Abbreviations

<table>
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<tr>
<th>CAF</th>
<th>Combined Application Form</th>
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<tr>
<td>AIN</td>
<td>Application Identification Number</td>
</tr>
<tr>
<td>ADM(G)</td>
<td>Additional District Magistrate</td>
</tr>
<tr>
<td>ALC</td>
<td>Assistant Labour Commissioner</td>
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WB e-District application notifies the applicant about the status of the application via SMS and email. Similarly the approver gets notification from the system for the pending applications.
2 Issuance of Trade License (Certificate of Enlistment) in Municipal Areas

2.1 Login to the Application

In order to log in to the West Bengal e-District Application, the user should open an internet browser, type the URL (https://edistrict.wb.gov.in/PACE/login.do) in the address bar and press Enter. West Bengal e-District Application login page appears as below:

![Login Page](image)

**Figure 1: West Bengal e-District Login Page**

The login page contains a ‘Welcome’ message for the users of West Bengal e-District application. Login option is for Citizen or Kiosk User. The user should select the tab ‘Citizen Login’ and proceed.

The user can enter User Name and Password and type the Captcha as it appears in the screen. Press Login to enter the home page of the application.

If the applicant is registering into the system for the first time, he/ she will have to click on **New Registration**. If the applicant has forgotten the Password or Username, then click on **Forgot Password** or **Forgot Username** as the case may be.
2.2 Home Page

After login to West Bengal e-District, the Home page appears. It shows the comprehensive list of services under Department column. The Issuance of Trade License (Certificate of Enlistment) in Municipal Areas is a service under the UD&MA Category as shown below:

![Home Page](image-url)
2.3 Instruction and Requirements of Issuance of Trade License (Certificate of Enlistment) in Municipal Areas

To apply for Issuance of Trade License (Certificate of Enlistment) in Municipal Areas, the user needs to select the correct option under services provided and user is directed to the Home screen which contains basic instructions for the user as shown below:

![Figure 3: Instruction and Requirements of Issuance of Trade License (Certificate of Enlistment) in Municipal Areas](image)

To proceed with the application the user needs to click on Apply button. The following screen appears.
Figure 4: Applicants Applying for Issuance of Trade License (Certificate of Enlistment) in Municipal Areas

Upon clicking the ‘Apply’ Button the following screen appears:
2.4 Applicant’s Basic Information

Applicant’s Basic Information details like Full Name, Date of Birth or Inception, Age, Gender, Date of Application, Mobile No. and E-mail ID details are captured here.

![Figure 5: Applicant’s Basic Information](image)

2.5 Address of business or establishment or trade

![Figure 6: Address of business or establishment or trade](image)
The complete address for trade or business etc. details is to be captured here.

- **Cancel**
  The applicant will have to press this button in order to cancel the application.

- **Save and Next:**
  The applicant has to click this button to save the data entered and move to the next page.

### 2.6 Communication Address of the Applicant

The complete communication of the Applicant like his Country, State, District, Sub-division, Rural or Urban, Name of Block or Municipality or Corporation, Police Station, Post Office along with Pin Code is to be entered here.

If Municipality is selected under Urban area then Ward No. is also to be entered. If Corporation is selected under Urban area then both Borough and Ward No. must be entered.
2.7 Details of Business

The user should enter the Details of Business here like the Name of Firm or Company, its Category of Business, need to select the Expected date of Commencement of Business, Rent or Annual valuation of the Business site, Annual Fees, Nature of Trade or Profession or Calling, Workshop Address, Godown Address and License applied for (Years).

Fields which are mandatory has been highlighted in asterisk (*) mark. Drop-down list has been incorporated wherever applicable.
2.8 Details of Owner(s) or Authorised Person

The user needs to enter the details of owner or authorised person and ‘Add’ button is to be clicked thereafter.

The user has to click on the check box ‘I Accept’ to provide declaration that the information provided in the application form is true to the best of his/her knowledge and belief.

The User needs to click on Save & Next to proceed further with the Application process. The following screen appears.
2.9 Uploading of Supporting Documents

The user can click on **Attach Supporting Document** in the previous page in order to upload or include the necessary supporting documents along with the application. Once the user selects the option the above screen is displayed.

All the mandatory documents are highlighted with the (*) asterisk symbol. The user needs to click on the 'Upload' button and then select the necessary file to be uploaded and when all mandatory documents has been uploaded then click on 'Save & Next'.
3 Final Application View and Final Submission

Once the uploading of all the necessary documents is complete and the user clicks on ‘Save & Next’ to proceed the following screen appears:

![Final Application View](image)

If everything is correct user needs to click on the ‘Submit’ button to submit the application finally.

On Clicking on the ‘Submit’ button, the application is submitted and the AIN no. is generated and displayed as shown below:
The user should note down this ‘AIN’ for all future references.
Now if you want to pay for Trade License click on ‘Pay,’. Otherwise if you want to pay later then click on ‘Finish’ button.

The user may opt to clear the payment of fees for **Trade License (Certificate of Enlistment)**. In that case user need to click on the ‘Pay’ button and the following screen appears:
4 Payment of fees for Trade License (Certificate of Enlistment)

Now, the option ‘Billdesk’ or ‘PayU’ is selected by the user for further processing.

In the Payment mode user needs to select the payment option like Credit Card/Debit Card or Net Banking. Then user then needs to select his/her Bank Name very carefully before proceeding further and providing confirmation thereafter.
Figure 20: Choose a payment method

Figure 21: Enter OTP
Once payment of fees is successful for Trade License (Certificate of Enlistment) the Payment Acknowledgement slip is generated and the user has the option to Finish or Print the same as per his/her convenience.

**Figure 13: Transaction Acknowledgement**
5 Getting the Certificate for Issuance of Trade License (Certificate of Enlistment) in Municipal Areas

After clicking the finish button, track application page will open.

![Track Application](image_url)

Figure 14: Track Application

Now to download the certificate, citizen needs to click on the download section.
Figure 15: Issuance of Trade License (Certificate of Enlistment) in Municipal Areas
6 System Set-up

6.1 System Start up Parameters
   NA

6.2 Master File Set-up
   NA

6.3 Business Rules
   As per the SRS

6.4 Print Set-up
   NA
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